

2019 March Board Meeting  
Bel Aire City Hall Library

## Minutes

March 14, 2019

### Call to Order and Introductions

Board: Jeff Artz, Linda Scott, Ramona Becker, Ben Relph, Jack Jones – Guest: Heidi Dunbar from HOA Management Services

Homeowner Attendees: Steve Olsen, Carol Dreiling, Jonathan Callstrom, Stan Skelton, Leslie Lindstrom, Bob Hudson

**Proof of Notice of Meeting** – Website posting, neighborhood signs, emails to member list

**Approval of Agenda** – all approved with no changes

**Approval of Minutes** – Jack moved and Ramona seconded approved (motion carried 5-0)

### Officer's Reports and further definition of duties with each office

- Treasurer's Report
  - Ben reported a beginning Savings balance of \$45,491.19. Checking balance of \$37,388.20 with the latest deposits. February's expenses were \$489.75. Total balance of Savings and Checking is \$82,879.39.
  - Dues update – All but 6 are paid. The Management Company will take care of further notices to these members
    - Ramona moved and Jack seconded to accept the report. Motion carried unanimously.
- Secretary's Report
  - Website – 2019 Calendar is posted. Roofing Policy has been reported as updated. Approved minutes from last month will be reposted as approved after this meeting along with draft minutes from this meeting.
  - 2019 Directory – we will have a new updated directory this year and all members will receive a copy.
  - Newsletter discussion – hard copy or just done with email blast?
    - We have 220 subscribers on Mailchimp with an open rate from 37.2% - 62.4%
    - We have email addresses for 197 addresses for our 235 members.
    - Jack suggested that we put the news on the website and Ramona said she could do so even though it is more work for the secretary and probably fewer read the website.
- Vice-President's Report
  - Linda reported that she, Jeff and Ramona met with Heidi Dunbar, Vice-President of Operations from HOA Management Services, this afternoon to assess the drainage rectification project on the north end of the pond. Heidi took a lot of photos and has a good understanding of the issue and the problems involved.
  - Linda is also getting names of mowers to go out for bids and Heidi will do this. Linda gave Heidi copies of our plat map
  - Welcoming New Members – Linda will track new members and get our HOA welcome information to them. Heidi will also send each one a letter from the management Company.
  - Linda says our Architectural Approval Form needs to be updated.
  - Request was received from Jeremy Smith to install a Duck Nest Tube in the north end of the pond. Jeremy is not here at meeting. He provided a video describing how to build it and has offered to do the work himself if the HOA will provide the \$50 worth of materials. Ramona questioned as to the location and noted that the north end of the pond has too many turtles and will also be subject to the rectification project so it would be better to locate the Duck Nest further south in the pond around the area east of the Smith home.
    - Ramona moved to allocate \$50. for the project and Ben seconded. - Motion carried 4-1.
    -

- Two Bel Aire Police Officers stopped by to give us a talk about issues in the neighborhood. There have been a number of casual break-ins in Bel Aire. Everyone needs to be vigilant and keep a watch for their own neighborhood by making sure garage doors are closed and car doors are locked. Ramona will scan the flyer and post it on our website.
- At-Large Report
  - Architectural Approvals – Jack has not had any architectural approvals
  - Compliance –
    - Jack said he had not had to address any this month.

### Report of Committees and President's Report

- House and Grounds Control Committee – Linda Scott, Chair
  - Report on Drainage issue rectification at north end of pond – repeat of what was reported above.
  - The board has contacted a party that may take out the rock for free that is damming up the water passageway since the city of Bel Aire was contacted but is not interested in doing this. The committee is following up on doing this.
  - Heidi reported what she observed this afternoon. She will contact at least 3 vendors and get bids for a company to rectify the issue. She will also be seeking bids from mowing companies to get a contract for this mowing season.
  - Jeff interjected that this board got a late start due to the late Annual Meeting so Jeff said he will call a special meeting to approve the contract for our mowers.
    - There was discussion about the height of the grass around the pond. For the last two years the Board has requested that the mowers leave grass growing around the edge of the pond 12" in and 6-12" high. Ramona noted that this saves the HOA the significant expense of riprap and is a more environmentally friendly solution to prevent erosion and to filter harmful chemical runoff into the pond. Although some people don't like the look of the grass.
    - Ramona made a motion that we leave the grass 12" tall and 12" wide, Linda seconded, seconded, motion failed 2-3
    - Ramona reminded the Board that the grass serves as a habitat for the pond ducks and accommodated a much higher survival rate for ducklings on our pond last year. Carol Dreifort said she does not like the looks of the grass but Linda and Ramona said they liked the natural look in addition to the good benefit for wildlife. So, Ramona made a motion that we leave the grass 6-12" tall. Linda seconded, motion failed 2-3.
    - Ben stated he thought it would be easier to keep it cut shorter and moved to keep the grass cut up to 12 inches from the edge of the pond and trim once a month Ben made a motion to this and Jack seconded. Jack, Motion passed 3-2.
- Bylaws & Covenants – no discussion
- Playground Committee – no discussion
- Roofing Committee – Jack Jones and said the website has been updated with the latest approved materials.
- Ben asked to speak about the email he sent after the last meeting. He read the email he sent to the Board after the Feb. 13 meeting.

"I am writing this email to the HOA board to discuss concerns that I have after the Feb. 13th, 2019 meeting. I have 2 main concerns.

1. I feel it very important that the board be transparent in the actions that it takes. I find it very disappointing that the agenda that was sent out to the HOA members did not include important information about actions that some of the board planned to take at the meeting. At first I thought that this was just an oversight. However, at the meeting it appeared to be on purpose. If the plan is to send out an overly generic email that does not allow anyone to tell what the major topics of the meeting are, I feel this is wrong. The agenda does not have to have every detail of what is going to be

discussed. However, the main points should be outlined in the agenda. In particular when the board is voting to take a significant action or when significant information is going to be reported.

We have all discussed how hard it is to get many homeowner's to get involved. Being vague about what is going on in our communications with the member's is not the way to help others decide to get involved.

2. HOA management path forward - No information was given on the suggested path forward after the vote.

At the meeting, someone mentioned that the contract stated it would start March 1st. Jeff, is it your intention to sign a contract with HOA Management Services prior to our next meeting? If so, I take serious issue with this path forward. I have not even seen a copy of the contract that would be signed! As a bare minimum I believe that the entire board should have the opportunity to review any contract before it is entered into by the board. Not only have I not received a copy of the contract, since there was nothing on the agenda that mentioned it, there was no way to request one or to prepare adequately for the meeting. Ramona brought up several concerns with the contract. I also have concerns about the potential contract.

If an HOA management company is going to be hired, then I feel it is the responsibility of the board to enter into the best contract possible. The contract that was provided by the HOA management company is most likely one that puts the interests of the management company first. Usually when someone writes a contract they include the best language for them that they feel like they can get someone to sign. In past presentations several items were mentioned as being negotiable. Once the contract is signed then the negotiating is over. Prior to signing the contract, BAHHOA has the most leverage that it will have. Again if we are going to enter into a contract, I want the HOA to have the best contract it can get.

The motion that was passed did not authorize anyone to sign a contract. It simply stated that we would hire an HOA management company. The detailed contract should be presented to the board members and then voted on as well.

I appreciate everyone's hard work. However, I am concerned about the distribution of information."

- President's Report –
  - Will be attached to minutes in full.
  - Introduced Heidi Dunbar, Vice-President of Operations at HOA Management Services (HMS) and here are her remarks
    - She has worked for HMS for 6 years, they manage 167 HOAs in South-Central Kansas. They were bought by Builder's Inc. 2 years ago and they have lots of experience working with vendors, City officials, Board Members, etc. They have many HOAs in area including Central Park. She or another rep will be at every meeting. They will help us to stay up to date with state statutes and advise the board of best practices. They do complete property inspections on a bi-weekly basis and send reports to the board. After that review they will send letters to members who are in violation. They will help the board with duties done by the board and will take the brunt of controversy on compliance issues. They are here to help ease the day to day workload of running an association and have a lot of knowledge to share with us over the course of their contract.
    - Question and Answers for Heidi from board and members in attendance.
      - Johnathan asked about the fees and how much they are per month.
      - Carol asked about the items in our budget that already are there like postage and copies since these items are not included in the monthly management fee.
      - Johnathan asked if we looked at multiple companies and Ben answered that they looked at multiple companies last year and none other was in Kansas

- Stan asked if we looked at Weigand and Heidi answered that they do mostly rentals.
- Bob Hudson asked what percentage this is of our dues and Jeff answered that it is about one third. He then asked if the dues would have to be raised. Ben and Ramona said probably. Jeff said there are unknowns right now such as mowing budget and remediation. Ben said he would like to suggest have a draft budget to consider by our next meeting after getting information from Heidi.

**Unfinished Business** – Ben asked about the information from the attorney about the Covenant Committee's work on requested changes and updates that Jack said he received at our last meeting. Jack said he wasn't able to get it in the dropbox. Ben said he would put it into the Dropbox if Jack would send it to him.

**New Business** - none

**Attendees' Comments** -

- Carol asked about the Dog waste container suggested at the last meeting and volunteer to empty it. Ben said he forgot to ask his friend. Heidi said she would check on a vendor who could install such a station. Ramona asked if she knew how much it would cost but Heidi said she would have to check on it. Carol volunteered to empty the bin on the south end but Ben said that Brad was the one that volunteered and he is on the south end also so Carol said she would just let him do it.
- Stan Skeleton asked if he needed permission to remove a bad tree. No permission is needed.
- Bob said that foreign grasses invaded his lawn and he wondered if he needed approval to be able to reseed. Jeff and Jack assured him permission is not needed. He was advised of the best time to treat the Bermuda and the best time to reseed.

**Adjournment** – Ramona moved and Linda seconded to adjourn and all agreed. – 8:20 pm.

Next Meeting Scheduled for Thursday, April 11, 2019 at 7:00 p.m.

## Jeff Artz March HOA President's Comments

Prior to volunteering to serve on this board, I knew in advance there would be times when I would be criticized when this board would do or not do something that did not please everyone. I know this for a fact, because during my 17 years of living here and paying dues, even I on occasion would come to a board meeting to make a complaint. I still have a copy of a formal complaint letter I wrote 5 years ago when I was so upset with the board that I hand carried to Jack as he was president at that time.

I want to take a moment now and address the hoa mgmt. issue. Prior to the January board meetings I attended, I had never even heard of a hoa mgmt. co. Then on being elected president it was my due diligence to learn the facts regarding the hoa mgmt. proposal addressed during last year's board meetings. I ask Jack here, who

was a previous president and served years on this board and who had experience on the specific workings and issues of this board, to attend with me on a face to face meeting with the mgmt. of the hoa mgmt. co. After the meeting I concluded that hiring this mgmt. co would be in the best interest of this hoa. Later that same day I met with Linda and Ramona, who were not on last year's board, and informed them of the meeting and gave them a copy of the mgmt. contract to review. I informed them that Jack would give a formal report of our meeting with the mgmt. co to the board during our next meeting. Then at the February open board meeting the issue of hiring this mgmt. co was discussed and approved by a majority of the board. The following day I signed the contract, as we needed to get started early in the year to receive the services we would now be paying for. I might point out that this contract is only for one year and if it doesn't work out to our satisfaction we can always cancel for the following year. In addition, to anyone who might disagree with this action or any of this board's future actions and think they can do a better job, I would encourage them to volunteer to be on next year's board. With that being said, I will introduce Ms. Heidi Duncan to answer any questions the board and visitors may have.